

12.171 USE OF THE MOBILE COMMAND CENTER

Reference:

Standards Manual - 12.1.2, 41.1.4, 46.1.2, 46.1.3,
81.3.1

Information:

The Mobile Command Center (MCC) (equipment #91780) is stored at Engine 12 firehouse, 3001 Spring Grove Ave.

Roof clearance for the MCC is 13'6" and cannot be operated under some overpasses. Examples are the railroad overpasses at Gest St. and the Rookwood overpass on Eastern Ave. Use caution as there may be other overpasses too low to pass under.

There is no smoking in the MCC.

Purpose:

Provide guidelines for the proper use, care, and maintenance of the Mobile Command Center.

Procedure:

A. Nonemergency use of the MCC:

1. The MCC may be reserved by the Chief or a bureau commander for special events or incidents by calling the Facilities/Equipment Management Section during normal business hours.

B. Emergency Use of the MCC:

1. In an emergency, a captain or above can request the MCC through Police Communications Section (PCS).
 - a. A PCS supervisor will contact an operator to pick up the MCC and respond to the scene.
 - b. PCS will notify the Facilities/Equipment Management Section.
2. The MCC will be used by PCS for dispatching purposes when a complete power loss occurs at 310 Ezzard Charles Drive and the Martin Drive facilities.

- a. The exact location the MCC is positioned will be dictated by need.

C. Operation of the MCC:

1. Personnel from the Police Division, Fire Division, or the Municipal Garage who have the following qualification may operate the MCC:
 - a. A valid Commercial Driver's License (CDL).
 - b. Successful training by the Facilities/Equipment Management Section Commander.
2. Operator responsibilities:
 - a. Thoroughly inspect the MCC inside and out for damage prior to operation. Report any damage to the officer in charge (OIC) of the event or incident.
 - b. Position the unit in a safe and secure area.
 - c. The operator will notify by MDT the location of the MCC when powered up.
 - d. Ensure the unit is set up properly and safely including electrical connections.
 - e. Assist other personnel in the proper use of any equipment in the MCC.
 - f. When unattended, set the alarm on the MCC.
 - 1) Instruct the OIC how to set the alarm in the absence of the operator.
 - 2) Advise PCS of location and times the MCC will be unattended.
 - 3) Notify the OIC of the shift in the district where the MCC will be unattended. The shift OIC will initiate a Signal 33.

- g. Before returning the MCC to the storage facility, take it to the Metropolitan Sewer District (MSD), 1600 Gest St., and empty the waste tanks.
 - h. Return the MCC to the storage facility in a clean condition free of any debris or trash.
 - i. On the next business day notify the Facilities/Equipment Management Section of any supplies needed for the MCC.
3. Event or incident OIC responsibilities
- a. Ensure the MCC is used for its intended purpose.
 - b. In the absence of the assigned operator ensure the alarm is set and notify PCS when the MCC is unattended.
 - c. Permit only authorized personnel inside the MCC.
 - 1) Record all cellular phone calls and FAX transmissions on the Mobile Command Center Telephone Record (Supplied by Facilities/Equipment Management Section).
 - a) Personnel will only use the cellular phone and FAX machine to conduct City business. Personal calls are prohibited.
 - b) When the event or incident is completed, send the Mobile Command Center Telephone Record to the Facilities/Equipment Management Section.
 - d. Report any defects or damage with the MCC to the Facilities/Equipment Management Section on the next business day via the Chief's Office.
 - 1) The OIC will complete a Supervisors Review of Vehicle Crash (Form 90S) (Supervisors Investigation of Vehicle Accident) and any other applicable reports.

4. PCS maintains a current list of qualified operators.
5. In the event of mechanical failure contact the Municipal Garage.

Procedure 12.171 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page 48

Mobile Command Center, Use Of 12.171

Use Of pg. 1

Operation of pg. 1

Operator Responsibilities pg.2

OIC Responsibilities pg. 2 12.171